

**CITY OF LODI
INFORMAL INFORMATIONAL MEETING
"SHIRTSLEEVE" SESSION
CARNEGIE FORUM, 305 WEST PINE STREET
TUESDAY, FEBRUARY 12, 2008**

An Informal Informational Meeting ("Shirtsleeve" Session) of the Lodi City Council was held Tuesday, February 12, 2008, commencing at 7:00 a.m.

A. ROLL CALL

Present: Council Members – Hansen, Hitchcock, Johnson, Katzakian, and Mayor Mounce

Absent: Council Members – None

Also Present: City Manager King, City Attorney Schwabauer, and City Clerk Johl

B. TOPIC(S)

B-1 "Review of 2008-09 Community Development Block Grant Funding Requests and New Grading/Rating Matrix"

City Manager King briefly introduced the subject matter of the Community Development Block Grant (CDBG) funding requests and new grading/rating matrix.

Community Improvement Manager Joseph Wood provided a PowerPoint presentation and specifically discussed the annual CDBG allocation process, community-based organizations (CBO), application grading and scoring matrix, scoring categories, application review and scoring, CBO funding requests, current status, annual HOME allocation process, housing assistance programs, and staff recommendation.

In response to Mayor Pro Tempore Hansen, Mr. Wood stated that, in understanding the difference between the 6 and 14 figures, each jurisdiction takes their program allocation from what is given to them from the County.

In response to Mayor Pro Tempore Hansen, Mr. King stated a portion of the funding does pay for a partial position to administer the program.

In response to Mayor Pro Tempore Hansen, Mr. Wood stated the points can be adjusted to ensure higher compliance by applicants as the Council deems appropriate because the scoring elements are still being finalized.

In response to Council Member Hitchcock, Program Administrator Sara Bontrager stated the organizational and project delivery criteria focuses in on what specific experience the group has with the particular kind of activity and not necessarily with the grant itself.

In response to Council Member Johnson, Mr. Wood stated some organizations do receive funding from other cities and the County. He stated the City attempts to provide the amount of funding that is directly tied to the level of service provided to the citizens of Lodi.

In response to Mayor Pro Tempore Hansen, Mr. Wood stated fair housing services are mandated by Department of Housing and Urban Development and the alternative would be to bring the service in-house; although, there are several complicated landlord-tenant issues that are referred out by the City to agencies with expertise in the area.

In response to Mayor Mounce, Mr. Wood stated that he does not have the exact address for the Hope Avenue Apartments, but they are in close proximity to the facility.

In response to Mayor Mounce, Mr. Wood stated the HOME program is advertised through local realtors and lenders and public meetings are held regarding the same.

In response to Council Member Johnson, Mr. Wood stated he is not aware of realtors charging an additional point or some similar practice for the HOME program service.

In response to Council Member Hitchcock, Mr. King stated the Council could focus in on brick and mortar types of projects rather than projects with ongoing operational costs. He stated the requests for brick and mortar types of projects will likely be larger in amount and the criteria could be adjusted as desired.

Discussion ensued between Mayor Pro Tempore Hansen, Council Member Johnson, and Mr. King regarding making funding available to brick and mortar types of projects as a priority and the City's criteria to do the same with the exception of graffiti removal programs. Mr. King provided a brief overview of the process, timeliness of schedule, and recommendations regarding allocations, which will be brought to Council at the regularly scheduled City Council meeting.

In response to Council Member Johnson, Mr. Wood stated the staff recommendation will be made known to the applicants prior to the hearing.

Mayor Mounce and Council Member Hitchcock requested rankings and a clear understanding of the criteria be provided to the Council before the Council considers the matter at a Council meeting.

C. COMMENTS BY THE PUBLIC ON NON-AGENDA ITEMS

None.

D. ADJOURNMENT

No action was taken by the City Council. The meeting was adjourned at 7:51 a.m.

ATTEST:

Randi Johl
City Clerk



**CITY OF LODI
COUNCIL COMMUNICATION**

AGENDA TITLE: Review of 2008/09 CDBG Funding Requests and New Grading/Rating Matrix
MEETING DATE: February 12, 2008
PREPARED BY: Community Development Department

RECOMMENDED ACTION: Review and comment on the annual Community Development Block Grant (CDBG) and HOME Program funding requests and new application grading/rating matrix.

BACKGROUND INFORMATION: A Public Hearing is being set for March 5, 2008, for the City Council to review and approve the City Manager's recommendations for funding for use of 2008/09 CDBG and HOME Program funding.

The City will receive \$692,597 in CDBG funds and \$253,041 in HOME Program funds from the Federal government in the coming fiscal year. This represents a 3.6% reduction in CDBG funds and a 3.5% reduction in HOME Program funds, from what was received for the 2007/08 year. To supplement the 2008/09 allocation from HUD, an additional \$86,504 of CDBG funds and \$89,875 of HOME funds are available for reallocation from completed or unused projects or services from previous years. After an application period that ran from December 4, 2007 to January 16, 2008, the City received a total of 10 applications from community-based organizations (CBO's) requesting a total of \$830,566.

On December 19, 2007, the City Council adopted a CDBG allocation policy that pre-determines a set-aside of 60% of the CDBG adjusted annual allocation for City projects and services, and 40% for CBO projects and services. The distribution of CDBG funding in accordance with that policy is as follows:

2008/09 CDBG Allocation	\$ 692,597
14% Program Admin¹	\$ (96,963)
Adjusted Balance	\$ 595,634
Reallocated Funding	\$ 86,504
Adjusted Balance Available for Distribution	\$ 682,138
60% Set-aside for City Projects & Services	\$409,283
40% Set-aside for CBO Projects & Services	\$272,855

¹ There is a 20% cap on Program Administration. SJ County takes 6% for Administration off the top of the initial HUD allocation. We, in turn, take the remaining 14% from the initial CDBG allocation to cover our Administration costs.

APPROVED: 
Blair King, City Manager

Activity Management and Implementation	20 points
Readiness to Proceed	17 points
Cost Reasonableness and Effectiveness	16 points
Matching Contributions/Leverage	15 points
Past CDBG Performance	10 points
Activity/Project Need and Justification	9 points
Organizational Experience/Project Delivery	8 points
Meets National Objectives	3 points
Application Completeness	2 points

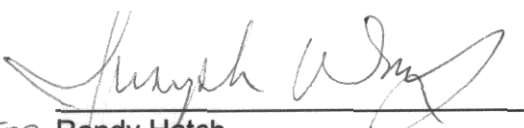
Each category has a list of questions and assigned point values that grade on the basic criteria that we have always used when reviewing applications, the applicants ability to carry out the proposed project and service in a timely manner and the proportionate funding levels for the clientele that are being sewed.

For those funding requests where a section of the grading matrix may not apply, such as the Past Performance category for those applicants that have never received a CDBG allocation, the maximum allowable points will be awarded so as not to penalize the applicant for not having received funding before.

A list of CBO applicants, their funding requests, and activity type is attached as Exhibit A. After completing the initial review of those applications, Staff has requested additional information from each and as of February 6th, the deadline for the submittal of supplemental information, only three of the four organizations have responded.

FISCAL IMPACT: N/A

FUNDING AVAILABLE: 2008/09 CDBG & HOME Program


 FOR Randy Hatch
 Community Development Director

Attachments

City of Lodi 2008-09 CBO Applications Received

Project - Organization	Project Description	Activity Type	Fund Request
Fair Housing Services San Joaquin Fair Housing	Provide required fair housing services, including telephone hotline for tenants and landlords, investigation of complaints, and fair housing testing.	Public Service	\$22,622
Food Distribution Programs Second Harvest Food Bank	Provide support for the administration of the Food Assistance, Senior Brown Bag, and Food 4 Thought Programs.	Public Service	\$10,000
Nutrition on the Move Emergency Food Bank of Greater Stockton	Provide an educational nutrition program to encourage healthy eating and an active lifestyle for lower-income households.	Public Service	\$4,500
Senior Nutrition Services Senior Service Agency of SJC	Provide nutritious home-delivered meals, or meals at a congregate site (LOEL), to Lodi seniors five days per week. Funding would allow upgrading of meal delivery system.	Public Service	\$16,125
Adult Day Care Programs Senior Service Agency of SJC	Provide staffing support and supplies to the Judy Brown Adult Day Health Care programs, which serve adults (mostly seniors) with mental and/or physical disabilities.	Public Service	\$893
Foster Child Counseling VBR Foster Family Agency	Provide a counseling program for children recently placed in foster care, including indiviudal and group counseling for attachment disorders and anger management.	Public Service	\$10,000
Walk-In Cooler/Freezer Replacement Salvation Army	Install a new walk-in cooler/freezer at the Salvation Army Food Bank to accommodate additional food storage and reduce the need for repairs.	Public Facility	\$45,000
Hope Avenue Apartments Landscaping Salvation Army	Complete landscaping improvements to the transitional housing site. Improvements will include sidewalk and ADA ramp installation, sprinklers, planting, and a gazebo.	Public Facility	\$41,000
Facility Expansion Emergency Food Bank of Greater Stockton	Construct a new food pantry, nutrition center, and administration building; demolish old facilities located in the warehouse.	Public Facility	\$7,060
Lodi Family Resource Center Community Partnership for Families of San Joaquin	Complete construction of the Family Resource Center in Blakely Park. The Center will provide social service information and referrals, health screenings, and other services to increase well-being and self-sufficiency of low-income households.	Public Facility	\$500,000
Lodi Community Center Facility Improvements SJC Human Services Agency	Improve the Community Center site by paving a parking lot and making site and landscaping improvements to meet Lodi's code requirements.	Public Facility	\$173,366
TOTAL FUNDING			\$830,566

2008/09 CDBG Funding Requests & New Grading Matrix

Presented By

Community Development Department

February 12, 2008

Annual CDBG Allocation Process

- San Joaquin County Urban County Jurisdiction
 - Receives Allocation from US Dept. of Housing and Urban Development (HUD)
 - Total CDBG Allocation: \$3,517,106
 - Program Administration (6%): (\$211,026)
 - Net CDBG Allocation: \$3,306,080
 - Distributes CDBG funds to the participating jurisdictions based upon HUD's formula and using 2000 Census data.
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Annual CDBG Allocation Process

■ 2008/09 CDBG Allocation for Lodi

□ Total Allocation	\$692,597
□ Program Admin (14%)	(\$96,963)
□ Adjusted Balance	\$595,634
□ Reallocated Funding	\$86,504
□ CDBG Balance Available	\$682,138

■ New Allocation Policy Applied

□ 60% Set-aside for City Projects	\$409,283
□ 40% Set-aside for CBO Projects	\$272,855

Community-based Organizations

- Available CDBG funding
 - \$272,855
 - Total Requested CDBG Funding
 - \$830,566
 - 10 applications
 - 7 Agencies/Organizations
 - 1 Fair Share Allocation
 - Fair Housing Services
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Application Grading/Scoring Matrix

- Provide a standard of measurement for all CBO funding applications.
 - Result in a ranking of each eligible application.
 - 100 Points available for each application.
 - 9 Categories for grading.
 - Each category has a list of questions and assigned point values for each.
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Scoring Categories

Activity Management & Implementation	20 points
Readiness to Proceed	17 points
Cost Reasonableness/Effectiveness	16 points
Matching Contributions / Leverage	15 points
Past CDBG Performance	10 points
Need and Justification	9 points
Organizational Experience/Project Delivery	8 points
Meets National Objectives	3 points
Application Completeness	2 points

Application Review & Scoring

- Categories represent the basic criteria that we have always used in reviewing applications.
 - Applicants ability to carry out the proposed project or service and do so in a timely manner.
 - Proportionate funding levels for the clientele being served.

 - Past Experience criteria and new applicants.
 - Full points given to those funding requests that have not received CDBG funding previously.
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CBO Funding Requests

- San Joaquin Fair Housing
 - Fair Housing services - \$22,622
 - Second Harvest Food Bank
 - Food Assistance Programs - \$10,000
 - Stockton Emergency Food Bank
 - Nutrition on the Move Program - \$4,500
 - Facility Expansion - \$7,060
 - Senior Service Agency of SJC
 - Senior Nutrition Services - \$16,125
 - Adult Day Care Programs - \$893
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CBO Funding Requests

- VBR Foster Family Agency
 - Foster Child Counseling - \$10,000
 - Salvation Army
 - Walk-in Cooler/Freezer - \$45,000
 - Hope Avenue Apts. Landscaping - \$41,000
 - Community Partnership for Families
 - Family Resource Center - \$500,000
 - SJC Human Services Agency
 - Lodi Community Center Improvements - \$173,366
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Current Status

- All Applications Under Review
 - Supplemental information/material requested of each applicant – due Feb. 6th
 - Not all responded.
 - Review and scoring to be completed by February 19th
 - Final recommendations to City Manager on February 20th.
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Annual HOME Allocation Process

- 2008/09 HOME Allocation for San Joaquin County
 - Total Allocation \$1,610,506
 - CHDO Set-aside (\$241,576)
 - Program Admin (10%) (\$161,051)
 - Net HOME Allocation \$1,207,880

 - 2008/09 HOME Allocation for City of Lodi
 - \$253,041 (3.49% reduction from 2007)
 - No outside applications for HOME funds
 - Allocate to existing Housing Assistance Programs
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Housing Assistance Programs

- 2008/09 HOME Allocation to Housing Assistance Programs
 - Total Allocation \$253,041
 - Down Payment Loan
 - Housing Rehab Loan

 - Down-Payment Loan Program
 - \$1.5 Million Loaned 2000 - 2007
 - 39 First-time Homebuyers
 - Administered through SJ County
 - Marketed to local realtors/lenders
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Concludes Staff's Presentation

- Questions & Answers